



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF OF PLANNING AND DEVELOPMENT	42	A	6.714

Under administrative direction, the Chief of Planning and Development assists the State Parks Administrator in the overall planning, development, and management of the agency involving the establishment of project goals and objectives, administering project budgets, directing the master plan program for park development, directing construction projects for park improvements, providing supervision and technical direction to support staff, directing the administration of the Federal Land and Water Conservation Fund and Recreation Trails grants programs, and overseeing the park property acquisition program and legislative matters.

Supervise professional and technical staff ensuring compliance with program policies and procedures; plan, organize and assign work and provide direction on technical, administrative and policy related assignments; review and evaluate technical work for accuracy and conformance with established policies and procedures; identify training needs, appraise individual performance and provide guidance.

Administer the agency planning and development budget including park improvement funds and bond projects by projecting program needs, estimating fiscal impact and providing justification to the Administrator and the Legislature; ensure compliance with federal requirements, State objectives and legislative and agency goals.

Direct the planning and development of the State's park system which includes a comprehensive park planning program involving a statewide system plan, individual park master development plans, site feasibility studies, the Statewide Comprehensive Outdoor Recreation Plan (S.C.O.R.P.), and related support studies including empirical recreation research; direct the review of, and response to, environmental documents and their impact to the State's park system and review and coordinate the planning and development of adjacent lands.

Manage all phases of the park construction program involving the review and approval of project requests, project development, hiring of project consultants, pre-design and project review, and administration and management of construction projects including the review and approval of contracts; monitor project progress, provide recommendations or advice, resolve problems and provide final project approval.

Direct the administration of Federal Land and Water Conservation Fund and Recreation Trails Program grants by notifying political subdivisions of available grant funds and providing technical assistance in preparing and filing for grant applications; direct pre-award project inspections and evaluations and recommend project applications to the State Park Advisory Commission. Review and/or approve plans and specifications submitted and perform periodic inspections for completed projects as required.

Manage the State's park property acquisition program in conjunction with park improvements and park bond programs; determine acquisition needs, evaluate and recommend acquisitions, check for compliance with master plan recommendations, coordinate appraisal and sale, and initiate and/or review contract documents.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Any person registered as a Landscape Architect, Architect, or Professional Engineer in another state must become registered in Nevada within six months following the date of appointment.

EDUCATION AND EXPERIENCE: Licensure as a Landscape Architect by the Nevada Board of Landscape Architecture, as an Architect by the State Board of Architecture or as a Professional Engineer by the Nevada State Board of Professional Engineers and Land Surveyors and three years of post-licensure work experience which involved the planning, development and/or management of a city, county or regional park system program, including the establishment of project goals and objectives, administering project budgets, and directing the development and administration of master plans for park development and/or construction projects; **OR** one year of experience as a Landscape Architect Supervisor or a Supervisor IV, Registered Professional Engineer in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: park facility construction policies and procedures; principles and practices of site planning for a public park system; personnel management, principles and practices in the hiring, training, evaluation and discipline of subordinate staff; contract administration including cost estimating, laws, ethics, specifications, engineering, architectural and landscape architectural practices; preparation of construction drawings and detailed specifications; recreation and land use planning; financial analysis and budget administration. **Ability to:** manage park improvement projects; direct and manage a variety of activities involving the design and implementation of landscape architectural, architectural and engineering work; supervise employees and assess staff development needs; negotiate and administer consultant contracts and reconcile differences between the State, agency and the contractor; prepare feasibility studies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: park facility construction policies and procedures; principles and practices of site planning for a public park system; personnel management, principles and practices in the hiring, training, evaluation and discipline of subordinate staff; financial analysis and budget administration; legislative requirements in the development of capital improvement programs. **Working knowledge of:** State Parks' policy manual, building codes and regulatory agency requirements regarding park development. **General knowledge of:** State water rights laws for State Park development and maintenance; the Statewide Comprehensive Outdoor Recreation Plan; federal grant requirements for project eligibility and compliance. **Ability to:** analyze complex environmental documents and accurately assess probable consequences of proposed actions regarding agency administered lands; prepare federal grant project proposals; prepare site priority selection studies; interpret statistical data and develop recommendations for long-range planning for the State's park system; analyze and interpret property appraisals and acquisition procedures for the purpose of expanding or modifying the State's park system.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.714

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